

# Worksession

<b>Agenda Item #</b>	6
<b>Meeting Date</b>	September 13, 2004
<b>Prepared By</b>	Daryl Braithwaite
<b>Approved By</b>	Barbara B. Matthews City Manager

<b>Discussion Item</b>	Establishment of the Committee on the Environment as a Statutory Committee
<b>Background</b>	<p>This item was placed on the agenda at Councilmember Williams' request. The Council originally established the Committee On the Environment (COE) in April, 1992. Since then COE has been very active on numerous issues related to environmental protection and preservation. Since the Spring of 2003, the City Council has been informally discussing the idea of making the Committee into a statutory committee. Members of the Committee met with City staff and a Council representative to discuss the proposal in March, 2003.</p> <p>The attached draft ordinance is offered to facilitate the discussion of this topic for Council consideration.</p>
<b>Policy</b>	Establish the Committee on the Environment as a Council-appointed Statutory Committee.
<b>Fiscal Impact</b>	
<b>Attachments</b>	Draft Ordinance
<b>Recommendation</b>	
<b>Special Consideration</b>	

Introduced By: Councilmember

First Reading:  
Second Reading:

**ORDINANCE #**

**AN ORDINANCE ESTABLISHING THE  
TAKOMA PARK COMMITTEE ON THE ENVIRONMENT AS A STATUTORY  
COUNCIL-APPOINTED COMMITTEE**

**WHEREAS**, the City Council established the Committee on the Environment in April, 1992, to provide advice, assistance and guidance to the Council on matters related to environmental protection and preservation, AND

**WHEREAS**, the Committee on the Environment (COE) has been active since its creation and has worked on many and various projects including creating the annual Arbor Day celebration, producing a Local Action Plan for Greenhouse Gas Reduction funded in part by the Environmental Protection Agency, promoting energy conservation in City buildings and coordinating a Home Energy Workshop, and supporting and encouraging the City's acquisition of land for habitat preservation, AND

**WHEREAS**, the COE is currently treated as a non-statutory committee with members appointed by the Council; AND

**WHEREAS**, recognizing the permanent nature and long term objectives of the committee, the City Council desires to establish the COE as a statutory council-appointed committee; AND

**WHEREAS**, it will be necessary to assign staggered terms to the existing COE members; AND

**WHEREAS**, upon codification of this ordinance, a further amendment to the City Code (Chapter 2. Administration, Article 6. Boards and Commissions, Division 1. General Provisions, Sec. 2-125. Membership of statutory Council-appointed committees) will be required to assign the length and expiration date of terms on the Committee.

**NOW, THEREFORE, IT IS ORDAINED BY THE COUNCIL OF THE CITY OF  
TAKOMA PARK, MARYLAND**

Section 1. Chapter 2. Article 6. Boards and Commission shall be amended as follows to add the Takoma Park Committee On The Environment:

## **Section 1. Committee Established**

There is hereby established a Takoma Park Committee on the Environment which shall serve in an official advisory role to the City Council on all matters related to environmental protection and preservation.

## **Section 2. Statement of Purpose**

The purpose of the Takoma Park Committee on the Environment shall be as follows:

- A) To advise the City Council on environment-related issues.
- B) To encourage Takoma Park residents to choose environmentally beneficial or non-harmful alternatives when available to protect the environment, reduce energy use and limit green house gas emissions.

## **Section 3. Committee Membership, Terms of Office, Structure, and Staffing**

### **A) Membership**

The Committee shall consist of up to XX persons to be appointed by the City Council. Every effort shall be made to have representation from each of the six (6) Wards.

### **B) Terms of Office**

Committee Members shall serve staggered three (3) year terms with initial appointments of one, two and three years. All terms shall begin on July 1 and end on June 30. Midterm vacancies shall be filled to serve the balance of the unexpired term.

### **C) Structure**

- 1) The Committee shall organize and adopt bylaws and rules of procedure necessary to accomplish its purposes, and elect from its members, a Chairman and other officers as it shall deem necessary. Officers shall serve for a period of one (1) year.
- 2) The Committee shall meet quarterly or as often as required to fulfil its responsibilities.
- 3) All meetings shall be open to the public and are subject to the Maryland Open Meetings Law. Meeting notices and agendas shall be prepared and submitted to the City Clerk and posted in advance of any Committee

meeting in accordance with state law. Written records of Committee proceedings shall be maintained. A report on the activities of the Committee shall be submitted to the Council once a year.

- 4) The Committee shall not meet unless a majority of the Members are present.
- 5) The Committee, individually or as a whole, may lobby or provide comments or recommendations on behalf of the Committee to entities other than the Council, only to the extent that they are consistent with established policies of the City or as authorized through formal action of the City Council. This does not preclude committee members from presenting their views as individuals.

D) Staffing

The City Manager or his or her designee shall provide appropriate staff support to the Committee.

**Section 4. Duties and Responsibilities of the Committee**

The Committee shall advise and assist the Council with respect to developing and implementing policies to protect and preserve the environment in Takoma Park. In furtherance of these duties, the Commission shall attempt to accomplish the following:

- A) Assist as directed by the Council in the development of policies and programming that address the environmental concerns of the community.
- B) Assist the Council in prioritizing environmental projects.
- C) Keep abreast of what other communities are doing to promote environmental protection and preservation.
- D) Prepare an annual report to the Council on the activities of the Committee and provide additional briefings as required.

**Section 2.** This Ordinance shall be effective immediately upon adoption.

**ADOPTED this --- day of --- 2004.**

AYE:

NAY:

ABSENT:

ABSTAIN: